

Oliver House Preparatory School Special Educational Needs (SEN) Policy

1 Introduction

- 1.1 This policy was reviewed and updated in October 2009 in line with the current Code of Practice.
- 1.2 This school provides a broad and balanced curriculum for all children. The National Curriculum is our starting point for planning that meets the specific needs of individuals and groups of children. When planning, teachers set suitable learning challenges and respond to children's diverse learning needs. Some children have barriers to learning that mean they have special needs or learning difficulties and require particular action by the school.
- 1.3 These requirements are likely to arise as a consequence of a child having special educational needs or significant learning difficulties. Teachers take account of these requirements and make provision, where necessary, to support individuals or groups of children and thus enable them to participate effectively in curriculum and assessment activities. Such children may need additional help or different help from that given to other children of the same age.
- 1.4 Children may have special educational needs or learning difficulties and/or disabilities either throughout or at any time during their school career. This policy ensures that curriculum planning and assessment for children with such needs takes account of the type and extent of the difficulty experienced by the child.
- 1.5 The *Disability Discrimination Act* identifies the fact that some pupils with disabilities may have learning difficulties that call for special educational provision. However, not all children defined as disabled will require this provision. A child with asthma or diabetes, for example, may not have special educational needs, but may still have rights under the *Disability Discrimination Act*. We will assess each child as required and make the appropriate provision, based on their identified needs.

2 Aims

- 2.1 The aims of this policy are:
- to create an environment that meets the specific needs of each child;
 - to ensure that the specific needs of children are identified, assessed and provided for;
 - to make clear the expectations of all partners in the process;
 - to identify the roles and responsibilities of staff in providing for children's special educational needs and/or learning difficulties;
 - to enable all children to have full access to all elements of the school curriculum;
 - to ensure that parents are able to play their part in supporting their child's education;
 - to ensure that our children have a voice in this process.

3 Educational inclusion

3.1 In our school we aim to offer excellence and choice to all our children, whatever their ability or needs. We have high expectations of all our children. We aim to achieve this through the removal of barriers to learning and participation. We want all our children to feel that they are a valued part of our school community. Through appropriate curricular provision, we respect the fact that children:

- have different educational and behavioural needs and aspirations;
- require different strategies for learning;
- acquire, assimilate and communicate information at different rates;
- need a range of different teaching approaches and experiences.

3.2 Teachers respond to children's needs by:

- providing support for children who need help with communication, language and literacy;
- planning to develop children's understanding through the use of all their senses and of varied experiences;
- planning for children's full participation in learning and in physical and practical activities;
- helping children to manage their behaviour and to take part in learning effectively and safely;
- helping individuals to manage their emotions, particularly trauma or stress and to take part in learning.

4 Pupils with special educational needs or those with learning difficulties and/or disabilities

4.1 Children with special educational needs or those with learning difficulties and/or disabilities (LDD) call for special provision to be made. Children have a learning difficulty and/or disability if:

- they have significantly greater difficulty in learning than the majority of children of the same age;
- they have a disability which prevents or hinders them from making use of the educational facilities that are provided for other children of the same age.

4.2 Many of the children who join us have already been in early education. In many cases children join us with their needs already assessed from Reception upwards. All children are assessed when they enter our school, so that we can build upon their prior learning. We use this information to provide starting points for the development of an appropriate curriculum for all our children.

4.3 If our assessments show that a child may have a learning difficulty or if they are underachieving, we use a range of strategies that make full use of all available classroom and school resources. This level of support is called School Action for Pre-prep and Record of Concern for Prep (or Early Years Action for children in the Nursery and Reception).

4.4 A School Action Plus is put into practice at an early stage. Should a child need to reach targets that are outside of those of the class, an IEP (Individual Education Plan) is the next step. The child's class teacher will offer interventions that are different from or additional to those provided as part of the

school's usual working practices. The class teacher will keep parents informed and draw upon them for additional information. The Head of Learning Support (HLS), if not already involved, will become involved if the teacher and parents feel that the child would benefit from further support. The HLS will then take the lead in further assessments of the child's needs.

4.5 We will record, in an IEP, the strategies used to support the child. The IEP will show the short-term target set for the child and the teaching strategies to be used. It will also indicate the planned outcomes and the date for the plan to be reviewed. In most cases, this review will take place once a term. Parents, the HLS and class teacher (including Teaching Assistants, specialists and other support staff if applicable) decide on targets for an IEP and how to work together to achieve the set goals.

4.6 If the IEP review identifies that support is needed from outside services, we will consult parents prior to any support being actioned. In most cases, children will be seen in school by external support services. This may lead to additional strategies or strategies that are different from those used in School Action (ie. School Action Plus and Early Years Plus). External support services will provide information for the child's new IEP. The new strategies in the IEP will, wherever possible, be implemented within the child's normal classroom setting.

4.6 If the child continues to demonstrate significant cause for concern, a request for statutory assessment will be made to the LEA (for Early Years children only). A range of written evidence about the child will support the request.

4.7 Children who have special educational needs refer specifically to those pupils aged 5 to 16 who have an Educational Statement.

4.8 In our school the Head of Learning Support is Miss Natalie Lamb for Pre-prep and Miss Narelle Ryan for Prep.

- manages the day-to-day operation of the policy;
- co-ordinates the provision for and manages the responses to children's special needs;
- supports and advises colleagues;
- oversees the records of all children with special educational needs or learning difficulties and/or disabilities;
- acts as the link with parents;
- acts as the link with external agencies and other support agencies;
- monitors and evaluates the special educational needs provision;
- manages a range of resources, both human and material, to enable appropriate provision to be made for children with special educational needs or learning difficulties and/or disabilities;
- contributes to the professional development of all staff.

5 The role of the governing body

5.1 The PACT governing body has due regard to the Code of Practice when carrying out its duties toward all pupils with special educational needs and learning difficulties and/or disabilities.

5.2 The governing body does its best, within the limits of the overall needs of the school, to secure the necessary provision for any pupil identified as having

special educational needs or learning difficulties and/or disabilities. The governors ensure that all teachers are aware of the importance of providing for these children. They consult the LEA and other schools, when appropriate and report annually to parents on the success of the school's policy for children with special educational needs or learning difficulties and/or disabilities. The governing body ensures that parents are notified of any decision by the school that special provision is to be made for their child.

6 Allocation of resources

- 6.1** The HLS is responsible for the operational management of the specified and agreed resourcing for special needs provision within the school, including the provision for children with Educational Statements of special educational needs.
- 6.2** The Head informs the governing body of how the funding allocated to support children with learning difficulties has been employed.
- 6.3** The Head and the HLS meet annually to agree on how to use funds directly related to statements. The HLS draws up the resources bid when the school is planning for the next school improvement plan.

7 Assessment

- 7.1** Early identification is vital. The class teacher informs the parents at the earliest opportunity to alert them to concerns and enlist their active help and participation.
- 7.2** The class teacher and the HLS assess and monitor the children's progress in line with existing school practices. This is an ongoing process.
- 7.3** The HLS works closely with parents and teachers to plan an appropriate programme of support.
- 7.4** The assessment of children reflects as far as possible their participation in the whole curriculum of the school. The class teacher and the HLS can break down the assessment into smaller steps in order to aid progress and provide detailed and accurate indicators.
- 7.5** The LEA seeks a range of advice before making a formal statement. The needs of the child are considered to be paramount in this.

8 Access to the curriculum

- 8.1** All children have an entitlement to a broad and balanced curriculum, which is differentiated to enable them to:
- understand the relevance and purpose of learning activities;
 - experience levels of understanding and rates of progress that bring feelings of success and achievement.
- 8.2** Teachers use a range of strategies to meet children's specific needs. Lessons have clear learning objectives; we differentiate work appropriately and we use assessment to inform the next stage of learning.

8.3 Individual Education Plans, which employ a small-steps approach, feature significantly in the provision that we make in the school. By breaking down the existing levels of attainment into finely graded steps and targets, we ensure that children experience success.

8.4 We support children in a manner that acknowledges their entitlement to share the same learning experiences that their peers enjoy. Wherever possible, we do not withdraw children from the classroom. There are times, though, when to maximise learning, we ask the children to work in small groups, or in a one-to-one situation outside the classroom.

9 Partnership with parents

9.1 The school works closely with parents in the support of those children with special educational needs or learners with difficulties and/or disabilities. We encourage an active partnership through an ongoing dialogue with parents. Parents have much to contribute to our support for children with such needs.

9.2 We have regular meetings each term to share the progress of special needs children with their parents. We inform the parents of any outside intervention and we share the process of decision-making by providing clear information relating to the education of children with special educational needs or learners with difficulties and/or disabilities.

10 Pupil participation

10.1 In our school we encourage children to take responsibility and to make decisions. This is part of the culture of our school and relates to children of all ages. The work in the EYFS recognises the importance of children developing social as well as educational skills.

11 Monitoring and review

11.1 The HLS monitors the movement of children within the SEN system in school. She provides staff and the Head with regular summaries of the impact of the policy on the practice of the school.

11.2 The HLS is involved in supporting teachers involved in drawing up Individual Education Plans for children. The HLS and the Head hold regular meetings to review the work of the school in this area.

11.3 This policy is monitored by the PACT governing body, and will be reviewed in two years, or earlier if necessary.

Signed: C Candia

Date: 1st October 2009